

ER-4.9002

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CONFIDENTIAL

SECURITY
November 1953

CLASSIFICATION OF DOCUMENTS

**SAFEGUARDING OFFICIAL INFORMATION IN THE INTERESTS OF THE
DEFENSE OF THE UNITED STATES**

1. The President on 5 November 1953 signed Executive Order No. 10501 with title as given above. This Executive Order becomes effective 15 December 1953.

2. CIA Regulations are currently being rewritten to incorporate as necessary the provisions of this Executive Order. In the interim, however, it is considered desirable that all employees become familiar with this Executive Order and that guidance be given concerning those provisions not covered in existing Agency Regulations.

3. The following advice and instructions are given for CIA implementation on 15 December of those provisions of the Executive Order not currently in CIA Regulations:

a. The words "Security Information" which previously followed a security classification will no longer be used. Rubber stamps presently in use which show a security classification and the words "Security Information" can be changed by removal of the latter words with a sharp knife or razor blade.

b. Forms already printed and bearing the words "Security Information" will not be released outside of CIA. Either these printed forms will be overprinted to strike out the words "Security Information", or if this is not practicable, the words will be deleted by drawing a pen line through them. Present stocks of forms will only be overprinted, or destroyed and reprinted, upon the recommendation or with the concurrence of the Printing Advisory Staff, General Services Office.

c. The security classification of RESTRICTED is abolished. Material which is presently classified RESTRICTED "Security Information" need not be reviewed at this time for the purpose of downgrading or upgrading except when such material is to be transmitted outside of the Agency.

d. The language of definitions of TOP SECRET, SECRET, and CONFIDENTIAL in the Executive Order differs in some respects from that used in current CIA Regulations. However, in substantive intent, the definitions are not dissimilar.

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e. There will be established in the Office of the Assistant Director for Collection and Dissemination the position of CIA Classification Control Officer who will provide general guidance to Office, Division and Staff Chiefs in carrying out the requirements of Executive Order 10501. Each Chief of Office under the Deputy Director (Intelligence) and the Deputy Director (Administration), each Chief of Area Division and Senior Staff under the Deputy Director (Plans), and the Director of Training and the Assistant Director for Communications will:

(1) Designate sufficient officials by name or position as having authority to classify original documents to assure the orderly and expeditious transaction of business.

(2) Designate persons to be responsible for the continuing review of classified material for the purpose of declassifying or downgrading.

(3) Designate Assistant Classification Control Officers who in consultation with the CIA Classification Control Officers will assist responsible component heads in the continuing review of the implementation of this Order.

f. The Director of Security will assist the CIA Classification Control Officer with advice and guidance and in the conduct of training and orientation programs. The Director of Security, together with the CIA Classification Control Officer, will establish an active inspection program to insure that the provisions of this Executive Order are being carried out.

g. The use of an automatic downgrading paragraph or statement will be used in correspondence and on documents whenever practicable; e.g., after a specified event or date, or upon removal of classified enclosures, the material will be downgraded or declassified. For example:

(1) Regraded UNCLASSIFIED (or appropriate classification) when separated from classified enclosure.

(2) After 30 June (or appropriate date), this memorandum is downgraded to _____.

(3) When subject project becomes operational, these planning papers are downgraded to _____.

h. The present accountability system of logs, courier receipts, and intra-office routing sheets used in the transmission of TOP SECRET, SECRET and CONFIDENTIAL documents within CIA is considered to offer an equivalent degree of security to that required by the Executive Order for transmission outside an agency.

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1. TOP SECRET, SECRET, CONFIDENTIAL and Registered documents of all classifications will continue to be stored in safes, safe files, or vaults. RESTRICTED documents not registered, until such time as they may be declassified, will be stored in metal file cabinets with key locks or in safes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

13/
L. K. WHITE
Acting Deputy Director
(Administration)

Encl.
Copy 50 10501

DISTRIBUTION: AB

Concur; 27 Nov 53 at meeting in office of A-DD/A

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A. [redacted]
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